

Records Mgmt. 4-3
Retirement of Records
Consult Our Staff
J.G.C.
12/3/59
C-O-N-F-I-D-E-N-T-I-A-L

16 November 1959

MEMORANDUM FOR: All Area Top Secret Control Officers

SUBJECT : Retirement of Top Secret Documents

REFERENCE : Memorandum from CIA Top Secret Control Officer,
dated 9 March 1959, subject as above

1. There is attached hereto a restatement of the procedures to be followed in the retirement of Top Secret documents. The referenced memorandum is hereby rescinded.

2. Minor changes have been made in the distribution of copies of the manifests in paragraphs 2a(2) and (9). The reference in paragraph 2a(1) is not to be regarded as requiring a change in the present method of flagging the Top Secret documents but is rather to make a uniform type of tab available to offices desiring them.

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CIA/Top Secret Control Officer

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